



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 12-057**

- OPEN TO:** **All Bangladeshi Interested Qualified Candidates**
- POSITION:** **Project Management Specialist (Energy), FSN-10**  
(Salary approx. Tk. 96,433 per month).
- Depending on qualifications and experience,  
Incumbent(s) may be hired at a trainee grade (one  
grade lower than the position grade.)**
- OPENING DATE:** **July 9, 2012**
- CLOSING DATE:** **July 24, 2012**
- WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist (Energy)** in the Office of Economic Growth.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, a candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

**BASIC FUNCTION:**



The Project Management Specialist (Energy) provides expert advice and services to support the USAID Economic Growth (EG) Office in planning, implementing, managing, and monitoring the Mission's energy portfolio. The incumbent will be hired to initially provide support to the team in program design, management, monitoring and other tasks as assigned. However, s/he is expected to eventually become the leader of the mission's energy program and senior technical advisor to the mission management on all matters pertaining to national and regional energy markets and regulation, climate change, clean energy, and energy efficiency. As directed by the mission management the incumbent will represent USAID to the highest level of the Government of Bangladesh (GOB), donor agencies and the business community. S/he assists mission management in negotiating with the GOB, other donors, and/or NGOs regarding the energy sector, regulatory reform, cross-border energy trade and energy market development.

The Project Management Specialist (Energy) will support the EG Team in preparing a wide range of project design and implementation documents including budgets, concept papers, scope of works, performance and audit reports. S/he is expected to fulfill other project administrative requirements such as serving as a Contract Officer's Representative (COR).

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **1. Project management and monitoring:**

The incumbent will serve as a lead or alternate COR on one or more EG energy related programs. The management and monitoring responsibilities will include: a) guiding the EG office energy implementing partners on the reporting, both technical and financial to meet the information needs of Congress, auditors and external and internal parties; b) developing tools for reporting as a means of assisting USAID management in planning, budgeting and forecasting resources and needs for funds in future years; c) maintaining data bases related to the collection of information on project performance, implementation progress, objectives achieved and funds disbursed.

As required the incumbent will coordinate monitoring and evaluation of energy activities. S/he will prepare scopes of work and manage conduct of sector assessment and evaluations of USAID energy sector program activities. S/he will lead preparation and periodic updates of the performance monitoring plan (PMP) and ensure data quality assessment are done on a regular basis. The incumbent will support the design/update tracking systems, and assist in the verification and validation of baseline data and help to analyze data collected.

### **2. Technical advice, analysis, and review**



The incumbent will be the mission's lead advisor on regional energy security, development of regional and domestic energy markets, renewable energy and other energy sources. S/he will support and eventually will be leading USAID Bangladesh energy strategy formulation and implementation as well as oversee program activities in the energy sector in the context of Global Climate Change (GCC) Initiative, which is a core part of USAID Bangladesh's economic growth and poverty alleviation focus. The responsibilities will include: a) serve as the mission's lead advisor on regional energy security, development of regional and domestic energy markets, renewable energy and other energy sources; b) coordinate independently with NGOs, donors, civil society, and GOB in understanding their policy/strategy concerns and implications for USAID strategies and program planning; c) advise the mission on issues affecting energy planning, development, budgeting, procurement (acquisition and assistance), implementation, monitoring, managing for results, and status of on-going actions relating to achievement of results.

The incumbent will ensure that EG new energy program designs are aligned with USG budget mandates and earmarks, particularly on Clean Energy development, Low Emissions Development Strategy and MOU with the GOB, and GCC. The responsibilities will include: a) plan and lead program design efforts related to energy sector matters; and b) participate and/or chair design committees and lead program design teams

The incumbent will perform other similar and related duties as assigned by the supervisor.

The incumbent will be expected to support the entire Environment team consisting of natural resource management and protected areas activities, as well as the overall Economic Growth portfolio.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

- 1. Education:** Minimum Bachelor's degree in energy related discipline is required. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Minimum 3-5 years of responsible experience in program management in energy sector is required. Experience in energy sector policy development and institutional capacity building is desired. **35 points**



- 3. Knowledge:** The incumbent must have a clear understanding of Bangladesh government priorities in energy, climate change, and economic growth. Knowledge of Global Climate Change, Low Emissions Development, economic growth and energy issues in South Asian and Bangladesh contexts, as well as USG strategy in these areas is essential. The incumbent must have demonstrated program and budget management skills. Incumbent must have a thorough knowledge of energy problems, policies and issues in Bangladesh, familiarity with clean energy and energy efficiency fundamentals and understanding of regional energy markets. Knowledge of the work of other donor agencies in Bangladesh in energy related activities is needed. Knowledge of relevant Ministry partners and various roles and responsibilities of each is very important. **25 points**
- 4. Skills and Abilities:** The incumbent must have an ability to learn quickly and progressively take on greater responsibility for portfolio management and leading role for the Mission's energy portfolio. S/he must be capable to present complex and controversial findings and recommendations to the different audiences and be able to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

Must have strong project management skills and budget management ability. Ability to analyze program needs in the energy sector and how USAID assistance can be targeted. Must have the ability to communicate clearly and effectively at all levels within USAID and the US Mission in general, as well as with the GOB, Bangladesh institutions, local governments and institutions, and private sector. Must have the ability to develop and maintain mid-level to senior level contracts with the government and USG officials and private sector and NGO representatives in Bangladesh and in the region. Must have the ability to provide technical and policy guidance to project managers/contractors as and when needed, clearly and diplomatically. Must also be able to write analytical reports on energy issues. Intermediate computer skills (e.g. Word, Spreadsheet, LAN environment) required. Independent, sound judgment required to establish and maintain productive cooperative relationships with GOB, other donors, NGOs, private sector representatives, and other regional officials and to participate in and represent USAID/Bangladesh in meetings and workshops. Incumbent must demonstrate capacity for high level judgment in advising senior Mission management and USDH project officers. **25 points**



## **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** The incumbent must demonstrate proficiency in spoken and written English at Level IV (fluent) and must be fluent in spoken and written Bangla.

Current employees serving a probationary period are not eligible to apply.

**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.**

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

## **TO APPLY:**

**Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.**

[Application Form OF-612](#)

**All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.**

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**



**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

**SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Clearance: Brent Schaeffer, Supvy EXO: \_\_\_\_\_